

AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

REVISED
06/10/03

Position Title:	Administrative Clerk	Announcement No.:	25/03
Level of Position:	FSN-06 FP-8 (to be confirmed by Washington)	Opening Date:	06/10/03
Hiring Level:	FSN-05 or 06 (depending on qualifications) or its grade equivalencies: FP-09, FP-08	Closing Date:	06/24/03
Work Schedule:	40 hrs. per week	Agency/Office:	Revised: GSO/BM

Eligibility: AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals

Duties and Responsibilities:

- Provision of administrative support to the Building Maintenance Unit.
- This includes, but it is not limited to, the following tasks:
 - ◆ Issuance of work orders and recording of their completion.
 - ◆ Preparation of reports and statement of works.
 - ◆ Processing of invoices and requisitions of maintenance supplies.
 - ◆ Drafting and editing of memoranda and correspondence.
 - ◆ Coordination of maintenance repairs with contractors, maintenance Personnel and requestors of services.
- Performance of translation and interpreting services to the General Services Office.

Required and Desired Skills, Knowledge and Abilities:

- Completion of secondary school.
- Minimum of three years experience secretarial duties; two years experience in supply or related work; and translating work involving English.
- Fluent written and spoken English and Spanish are required (Level IV)
- Ability to translate technical documents and reports in English and Spanish is required.
- Tact, initiative, resourcefulness, drafting ability, dependability and ability to work cordially with co-workers, customers and vendors.
- Must have experience in Windows-based software packages.

Selection Process:

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (buenosaires-rrhh@state.gov)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina